

YOUTH SERVICES POLICY

Title: Placement of Youth in Residential Facilities Next Annual Review Date: 07/28/2016	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.1
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References: United States Constitution, Fifth Amendment, Adoption and Safe Families Act of October 2000; Fostering Connections to Success & Increasing Adoptions Act of 2008; Social Security Act, Title IV, Part E, Section 471(a)(31); La. R.S. 36:408 (H) 2(b) and (c), 15:901 (G); LA. Children's Code Arts. 780, 897 D, 899 D and 905; DCFS Bureau of Licensing Child Residential Standard 7113 A; ACA Standards 2-7106, 2-7112, 2-7115, 2-7116, 2-7117, 2-7118, 2-7119, 2-7120, 2-7121, and 2-7123 (Juvenile Probation and Aftercare Services); YS Policy No. D.9.9 "Reimbursable Expenses"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/28/2015

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding placement, transfer, removal from the home of youth placed in the custody of YS/OJJ for non-secure placement and, if necessary, the termination of parental rights.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, General Counsel, Regional Directors, Regional Managers, and all CBS employees.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice.

Community Based Services (CBS) – A division of the Office of Juvenile Justice formerly known as the Division of Youth Services, consisting of the regional probation and parole offices located throughout the state.

Coordinated System of Care (CSoC) - The initiative that brings together the Department of Children & Family Services, the Department of Education, the Department of Health & Hospitals, the Office of Juvenile Justice, the Governor's Office, family, youth and advocate representatives to create and oversee a service delivery system that is better integrated, has enhanced service offerings and achieves improved outcomes. Specific goals for the CSoC include decreasing the

number of youth in residential/detention settings, reduction in the state's cost for providing services by leveraging Medicaid and other funding sources and improving the overall outcomes for these children/youth and their caregivers.

Department of Children and Family Services (DCFS) – A state agency responsible for programs and services, etc. for children and their families.

Due Process Hearing – An administrative hearing consisting of at least the youth, the assigned Probation and Parole Officer/Juvenile (PPO/J) and an objective decision maker held prior to reassignment of a youth from a non-secure program to a secure program.

Individual Service/Reintegration Plan (ISRP) – An individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISP is modified throughout supervision as need areas are identified.

Juvenile Electronic Tracking System (JETS) - The centralized database utilized to track all youth under OJJ supervision or in OJJ custody and to record all case record activity.

Louisiana Behavioral Health Partnership (LBHP) - The system of care for Medicaid and non-Medicaid adults and children who require specialized behavioral health services, including those children who are at risk for out of home placement under CSoC, which is managed by Magellan Health Services of Louisiana. The LBHP includes participation of Magellan, OBH, Medicaid, Office of Juvenile Justice (OJJ), Department of Children and Family Services (DCFS), and Department of Education (DOE), who together form the Partnership.

Multidisciplinary Treatment Team (MDT) – A group of individuals, including the youth, parent/guardian, facility representative, assigned PPO/J, administrative review panelist, as well as other involved parties, who provide comprehensive consultation and assessment to identify the goals of the individual treatment/intervention plan.

Objective Decision Maker – An unbiased party who decides the outcome of a due process hearing (Regional Manager/designee)

Placement Staffing – A meeting held following receipt of the psychological evaluation and prior to a youth's placement, in which the most appropriate program referrals are identified. The youth, parent/guardian, PPO/J, and PPS are required participants.

Probation and Parole Officer 1, 2, and 3/Juvenile (PPO/J) - Includes CBS probation officers.

Regional Director - A position that serves as the Deputy Assistant Secretary for secure facilities and community based services (Juvenile Probation and Parole) under the direction of the Assistant Secretary and has administrative line authority over all Juvenile Probation and Parole Regional Managers and youth facility Directors in their assigned region.

Structured Assessment of Violence Risk in Youth (SAVRY) - The SAVRY is an evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items identified in existing research on adolescent development and on delinquency and aggression in youth. Six protective factors are included in the SAVRY which have been identified by current research as potentially mitigating the risk of future violence and delinquent activity. The SAVRY utilizes a structured, professional judgment method of assessment, meaning that the individual completing the assessment rates the youth on a number of evidence-based risk factors and then weighs all the information to come to a final determination that the youth is Low, Moderate or High risk for future violence and/or general reoffending.

V. POLICY:

It is the Deputy Secretary's policy that, to the extent that public and private community-based resources are available, CBS shall provide each youth under its supervision the services necessary to prevent removal from the home. When removal from the home is necessary, CBS shall provide the least restrictive setting to meet the youth's needs and facilitate reintegration back into the community.

VI. PROCEDURES:

- A. When making a recommendation to the Court regarding the disposition of a youth, the PPO/J shall recommend the least restrictive disposition which meets the youth's needs while protecting the public. The youth should be given the opportunity to remain in his home and participate in non-residential community-based programs whenever possible.
- B. When a youth is placed in custody with a recommendation for non-secure residential placement, the following steps shall be taken:
 1. The PPO/J shall secure immediate placement in either a detention or residential facility. If the PPO/J is unable to secure immediate placement, the Court may choose to allow the youth to return home until an out of home placement slot becomes available. When this occurs, the written court order must specify the maximum number of days, not to exceed thirty (30) days, the Agency will be allowed to maintain the youth at home. If an immediate residential placement is made, any available social evaluative and medical information shall be provided to the facility by the placing region at admission or by close of business the following business day.

2. A referral shall be made to CSoC/LBHP in the following circumstances:
 - a. If the SAVRY indicates the need for LBHP services;
 - b. If the SAVRY indicates the youth is at risk for out-of-home placement; or
 - c. If the youth meets eligibility criteria for CSoC.

Referrals should be made within 45 days of disposition/notification of cases as outlined above.

3. A psychological evaluation is not required prior to the placement of a youth in a non-secure residential facility; however, if deemed appropriate, the PPO/J shall request an assessment from a Magellan provider to determine whether a psychological evaluation is warranted. If the Magellan provider indicates that a full psychological evaluation is needed, said provider shall seek authorization from Magellan to have it conducted. Upon receipt of the completed Magellan provider assessment and/or psychological evaluation, the PPO/J shall forward the results to the assigned non-secure residential facility.

If a psychological evaluation was completed within twelve (12 months of the date of custody, a new psychological evaluation should not be necessary or required.

The youth and parent/guardian shall be given the opportunity to participate in the decision making process. Prior to placement, the PPO/J shall invite the parent/guardian to a placement staffing in order to determine which non-secure residential facility will most appropriately meet the youth's needs.

If the initial placement is deemed inappropriate, the PPO/J shall seek an appropriate placement. Prior notification of the staffing to the parent/guardian shall be documented in JETS.

4. Reasonable efforts shall be made to place siblings removed from their home in the same non-secure placement, unless such a joint placement would be contrary to the safety or well-being of any of the siblings. Siblings not placed together in the same foster care placement shall be given the opportunity for frequent visitation or other interaction between the siblings, unless such visitation would be contrary to the safety or well-being of any of the siblings.

When a youth is placed in YS custody, inquiries shall be made to determine if there are siblings and if the siblings were removed from their home and placed in DCFS custody. If there are siblings placed in DCFS care, arrangements shall be made to schedule visitation unless doing so would be detrimental to the siblings.

5. If available, the PPO/J shall provide the parent/guardian with a written description of the program(s) to which the youth is being referred. The youth and parent/guardian shall be encouraged to visit the program prior to the youth's placement. Once the youth is placed, the parent/guardian shall be advised, in writing, of the program's visitation policies, and the PPO/J shall encourage the parent/guardian to maintain contact with the youth and program. YS shall provide financial assistance for the youth's emergency needs that are not covered by the program's contract with the agency (Refer to YS Policy No. D.9.9). The youth and/or the youth's parent/guardian have the right to object to placement in a particular program.
- C. Following the youth's placement in a non-secure program, the PPO/J shall develop a plan to ensure the educational stability of the youth. Whenever possible, the youth should be allowed to remain in the school he attended prior to his removal from the home. When it is not possible for the youth to attend his home school, the PPO/J shall document why it is in the youth's best interest to attend a different school. For example, the youth's special needs cannot be met at his home school or the youth was placed outside of his home school district.
- D. The PPO/J shall adhere to the following timeliness and criteria when placing youth in non-secure residential programs:
1. When a new custody case is received and a SAVRY has not previously been completed, the "Initial Supervision Level Change Form" shall be completed in JETS assigning the supervision level as NEW. The next review date shall be fourteen (14) days from the date of the disposition (or notification).
 2. A SAVRY shall be completed on ALL youth placed in OJJ custody with a disposition in excess of 30 days. If the assessment was not completed prior to the disposition, a SAVRY shall be completed.
 3. Within fourteen (14) days of youth's placement in a non-secure facility, a "Supervision Level Change Form" shall be completed in JETS changing the supervision level to PL1 or PL2.

If a SAVRY was completed within 30 days prior to the placement, the review date will be changed to coincide with the Administrative Review date without completing a SAVRY.

If the most recent assessment was completed over 30 days prior to the placement, a SAVRY reassessment shall be completed. The next review date will coincide with the next Administrative Review date.

4. The ISRP shall be developed within fourteen (14) days of the youth's initial placement in a non-secure residential program (residential, foster care, transitional living program or state psychiatric program), and include input from the multidisciplinary treatment team (MDT). All members of the MDT must sign and date the plan to document participation the plan is not considered complete until all signatures are obtained). The plan shall describe the interventions which will be used to address the youth's individual/specific needs. A copy of the full plan shall be given/mailed to the youth, parent/guardian, facility and court within 30 days of the initial date of placement.
5. An Administrative Review shall be held within six (6) months of a youth's initial date of placement in a non-secure residential facility. The parent/guardian, facility and youth's attorney shall be notified of the review, in writing, via certified mail or verified personal service, at least fifteen (15) days prior to the Administrative Review. A SAVRY reassessment shall be completed by the placing PPO/J in conjunction with the Administrative Review. The next review date will coincide with the Administrative Review date.
6. The reassessment results (SAVRY Summary Results) shall be reported on the Administrative Review Report. A copy of the ISRP and the Administrative Review Report shall be provided to the parent/guardian, facility, court and child's attorney within fifteen (15) days after the review, by either certified mail or verified personal service. If certified mail is used, the return receipt shall be retained in the case file; if personal service is used, the signed Verification of Personal Service form shall be retained in the case file.
7. If the youth remains in placement following the six (6) month Administrative Review, a second review shall be held within five (5) months of the date of the initial placement. Refer to number 6 above for notification and reporting requirements. Subsequent Administrative Reviews shall be held every six (6) months until the youth's release from custody. A SAVRY reassessment shall be completed by the placing PPO/J each time an Administrative Review is conducted. The next review date will coincide with the Administrative Review date.
8. A formal judicial review, the Permanency Planning Hearing, shall be held within the initial twelve (12) months of the initial date of placement and every twelve (12) months thereafter while the youth remains in a non-secure placement. Written and/or verified personal notification of the hearing, the ISRP, and a copy of the Administrative Review Report shall be provided to the parent/guardian, facility, and the child's attorney at least fifteen (15) days prior to the hearing by either certified mail or verified personal service. If certified mail is used, the return receipt shall be retained in the case file; if personal service is used, the signed Verification of Personal Service form shall be retained in the case file.

9. The Administrative Review Report and ISRP shall be filed with the court at least ten (10) days prior to the Permanency Planning Hearing.
 10. If there is no permanent plan in place, the PPO/J shall request a staffing with DCFS as soon as possible.
 11. In the fifteenth (15th) month of non-secure placement, if there is no permanent plan in place, the court will hold a Termination of Parental Rights Hearing. Terminations of Parental Rights Hearings are handled by DCFS. If a permanent plan is in place, the PPO/J shall submit a Status Letter to notify the Court that the hearing will not be necessary.
- E. When a youth has successfully completed a non-secure program or it is determined that a youth's remaining needs can be addressed in the community, a motion to release the youth from custody shall be filed. When a youth returns to the community and remains under OJJ supervision, a "Supervision Level Change Form" shall be completed in JETS assigning a supervision level identified by the most recent SAVRY.
- If the SAVRY is due within ninety (90) days, the next review will remain the same. If the last SAVRY was completed less than 90 days prior to returning to the community, the next review date will be changed to 90 days from the last assessment, at which time a "SAVRY Quarterly Review" shall be completed in JETS.
- F. When it is determined that a program is not meeting the youth's needs, the Agency has the statutory authority and responsibility to remove the youth from the program. If the youth is reassigned to a more appropriate non-secure program, the parents/guardians shall be provided written notification utilizing the "Notification to Parent of Placement" letter in JETS, and Court shall be given written notification utilizing the "Placement Letter to Judge" letter in JETS.
- G. Prior to transferring a youth from a non-secure program to a secure program, without the benefit of a court hearing, the Agency shall hold a Due Process Hearing.
1. Prior to the Due Process Hearing, the youth shall be informed of his right to counsel (attorney, parent/guardian, other).
 2. During the hearing, the youth shall be advised of the reasons for the planned reassignment and given the opportunity to defend and explain his actions. The Objective Decision Maker shall hear the matter and make a final determination regarding the youth's transfer. Once a decision has been made, the youth has the right to appeal the decision to the Facility Director of the secure facility in which he is placed.

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- H. Regional Managers are authorized to develop additional procedures necessary to implement this policy.

Previous Regulation/Policy Number: D.9.1

Previous Effective Date: 01/14/2014

Attachments/References: